



City of Madison
Meeting Minutes - Draft
MADISON PUBLIC LIBRARY BOARD

City of Madison
Madison, WI 53703
www.cityofmadison.com

Wednesday, August 10, 2005

5:00 PM

Madison Public Library
201 W. Mifflin St., Rm. 201

I. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

Present: Ald. Larry Palm, William C. Keys, John A. Taft, Jr., Theodore C. Widder, III and Gregory Markle

Absent: Barbara J. Karlen

Excused: Ramon R. Hernandez, Ann L. Falconer and David L. Wallner

Also Present: Benno, Grogan, Campbell, Dimick, Sawyer, Wolfe, Roughen, Froistad, Lee, Knapp, L. Olson, J. Olson

II. APPROVAL OF MINUTES

The July 7, 2005 Minutes were approved.

A motion was made by Keys, seconded by Markle, to Approve the Minutes. The motion passed by acclamation.

III. CORRESPONDENCE

There was none.

IV. PUBLIC COMMENT

There was none.

Karlen arrived at 5:02 p.m.

Present: Ald. Larry Palm, William C. Keys, Barbara J. Karlen, John A. Taft, Jr., Theodore C. Widder, III and Gregory Markle

Excused: Ramon R. Hernandez, Ann L. Falconer and David L. Wallner

V. BOARD INFORMATION EXCHANGE

There was none.

VI. FINANCIAL REPORT

There were no concerns at this time.

VII. APPROVAL OF PROPOSED 2006 OPERATING BUDGET

The proposed operating budget was reviewed. Key revenue items were highlighted.

The mayor has requested that all city departments submit budget proposals that

represent a 3% reduction from 2005. The city appropriation for 2006 is \$9,251,375. This figure was provided by the Comptroller's office and includes a 3% reduction from the '05 appropriation, but reflects the estimated increases for salaries for 2006 (based on 2005 staffing levels).

The Dane County Library Walk-In Service reimbursement payment is estimated to be \$694,585. At the advice of the Comptroller's office, staff budgeted this at the mid-range estimate of three proposals (95% of total cost to serve people who aren't residents of Madison) submitted by the County Board; the reimbursement could be considerably less if the County Exec/County Board chooses to fund the DCLS budget at the lowest of the levels submitted.

Income from the South Central Library System and Southwest Library System are projected to be the same as last year. We will have to consider requesting an increase at some point, but not in 2006.

Fines and fees are projected to increase \$60,000 based on estimates of what the library would recoup if, as expected, the LINK consortium agrees to go with a vendor (Unique Management Systems) for tracking down folks who have overdue fines. This is a business created specifically for libraries; they use a softer approach than some of the debt collection agencies.

Revenues received from LINK to do all the cataloging for the entire consortium will increase nearly \$10,000.

A 3% increase is included for Dane County Library Service and LINK space rentals.

Increases for book and AV rentals are estimates based on this year's trends.

Grants in the amount of \$50,000 from the Foundation and \$20,000 from the Friends are anticipated as well as a \$16,200 projected revenue from the M&I Trust fund.

The 2006 proposed revenues total \$11,512,905.

The expenditures were then reviewed.

Salaries and benefits total \$8,082,417 (after subtracting 2% for salary savings and adding in the 2006 negotiated settlements), an increase of \$204,671 over 2005.

Based on MGE's recommendation, we have increased utilities costs. Phone and general repair budgets were reduced. There is an increase in the maintenance service costs for some items; other maintenance agreements were eliminated where possible.

An additional \$23,141 for Madison's portion of the '06 LINK payment was added in.

The budget for books and other materials is \$1,050,000 or \$206,650 less than expenditures this year.

Debt service (principal and interest for all borrowing on outstanding projects) has increased \$223,362 due to the authorized Sequoia borrowing and the library's portion of long-term borrowing for the State Trust Fund debt.

With the Comptroller's permission, \$85,000 budgeted in 2005 for increased Sequoia utilities, rent, etc. will be carried over to 2006 since the project hasn't started yet.

Comparing revenues to expenditures, there is a \$372,356 shortfall.

In order to balance the budget, management staff struggled to prepare the following options to reduce expenditures. The effect will be reduced service hours and staff.

- 1) *Increase salary savings from 2% to 3% for a reduction of \$52,749 in salaries and benefits.*
- 2) *Eliminate Sunday hours in 2006 for a savings of \$60,000.*
- 3) *Reduce hours at Central by 8.5 per week which would result in a staff reduction of 1.5 FTE plus hourly employees for a savings of \$116,000.*
- 4) *Reduce hours at Central Youth Services by 18.5 hrs. per week resulting in a staff reduction of .2 FTE plus another .5 FTE YS position will be allocated to a branch for youth programming for a savings of \$24,000.*
- 5) *Reduce hours at the three largest branches (Alicia Ashman, Pinney and Sequoya) 9 hours each week resulting in a staff reduction of 1.4 FTE plus hourly employees for a savings of \$133,000.*
- 6) *Reduce hours at the remaining five smaller branches by 6 hours each week resulting in a staff reduction of 1.4 FTE for a savings of \$145,000.*
- 7) *Close all libraries to the public during the two least-used weeks in the year for a savings of \$185,000.*

Of these options, staff recommended items 1-5 resulting in a cut of \$385,749 or about \$13,400 over and above the gap. (Item 6 disproportionately impacted the neighborhoods of the smaller branches as they are open so few hours to begin with and item 7 presented several hurdles, including securing agreements from all three unions, determining how we would meet our LINK responsibilities and what staff, if any, would be exempt to carry on necessary work.)

Keys moved, seconded by Markle, to approve the proposed operating budget and options 1-5 for reductions (Option 1 to be reduced \$13,400 in order to balance revenues and expenditures). Verbiage to be included to indicate how the library's measurements of success will be adversely affected. Motion passed by acclamation.

The options for restoring funds were presented in priority order:

- 1) *Restore hours at the Pinney, Sequoya and Alicia Ashman branches*
- 2) *Add \$100,000 to the materials budget*
- 3) *Restore Central Library hours*
- 4) *Restore Sunday hours at Central*
- 5) *Restore Youth Services hours*
- 6) *Reduce salary savings by 2%*

Staff recommended including a request for one new service - money for increased hours at the smaller branches. These neighborhoods are being shorted service; if open more hours the community would be able to better capitalize on its library investments.

Palm moved, seconded by Keys to move approval of the list of options for restoring funds and to include a request for new money for increased open hours at the smaller branches. The motion passed by acclamation.

It was noted that if the library budget is approved without restoration of any funds, access to library hours will be reduced 8% (37.6 hours per week) and the materials budget will decreased 16% from the 2005 level.

VIII. FRIENDS' UPDATE

A large book sale was held at Sequoya last weekend. The Alicia Ashman Branch will

celebrate its 5-year anniversary in early October. The Lakeview Branch has a functioning garden committee tending and monitoring the garden.

IX. FOUNDATION UPDATE

The Foundation Board voted to grant MPL \$10,000 to pay for youth programming needs. They also voted to expend \$15,400 for a Central Library digital rendering, internal rendering, cost estimates, and a project summary document from HGA Architects provided we get word that the Central Library is included somewhere in the mayor's next 5-year capital budget.

John Torphy is moving to Florida, and thus resigning his position on the Foundation Board.

The Foundation is researching the advantages of hiring a contracted worker vs. a civil service employee to do fund development work. The Foundation needs someone in place who can do more than what Ms. Olson can do on a limited basis.

Preparations are continuing for the October 9 auction to benefit the children's section of the Sequoya library. The Committee is still in need of donated items.

X. SOUTH CENTRAL LIBRARY SYSTEM UPDATE

Peter Hamon is retiring at the end of the year. A committee has been appointed to search for a replacement.

The System Celebration dinner is being held September 15 at Morels in Middleton.

MPL will receive the South Central Library System's "Chester Pismo Snavely" award for its efforts to educate day care center workers about including literacy activities in children's play.

The strategic planning process is underway. All system libraries have completed a survey.

XI. DANE COUNTY LIBRARY SERVICE UPDATE

DCLS director Julie Chase and DCLS board member Becky Young will be present at the September board meeting to talk about library futures in Dane County.

A meeting for all Dane County library board members is being scheduled in September. As soon as the date is confirmed, MPL board members will be notified.

XII. FACILITIES UPDATE

There was no report.

XIII. COMMITTEE UPDATES

Planning - Developer Kenton Peters presented his proposal for a new Central Library at the July Planning Committee meeting. His proposal would site the library behind the Municipal Building. It would be topped with condos. City Real Estate has been asked to do a feasibility study on the proposal. The study is expected to be completed by the end of September.

Of the two plans that were presented at the prior meeting by HGA/Will Bruder, the

Committee approved the design that did not include the condos. It was determined that the library would only gain \$800,000 by selling the air rights (and then lose any possibility of every expanding upward) and if the library developed the condos, it would be at a loss of \$1.7 million!

The Committee approved requesting money from the Foundation to order renderings, cost estimates and a project summary if the Central Library project is included in the mayor's 5-year capital improvement plan.

Personnel - No report.

Markle moved, seconded by Keys to reconsider the motion to approve the 2006 proposed budget (Item 7 on the agenda). Motion passed by acclamation.

VII. APPROVAL OF PROPOSED 2006 OPERATING BUDGET

There was discussion about how or if the budget information should be disseminated to the public.

Keys moved, seconded by Markle, to amend the motion adopting the 2006 operating budget to include requesting the director to notify the mayor the budget proposal (detailing cuts and impacts on services to the community) will be made public via a press release. Motion passed by acclamation.

XIV. ADJOURNMENT

voted to adjourn at 6:12 p.m.

A motion was made by Karlen, seconded by Keys, to Adjourn. The motion passed by acclamation.